1. From the tool bar click **New**.
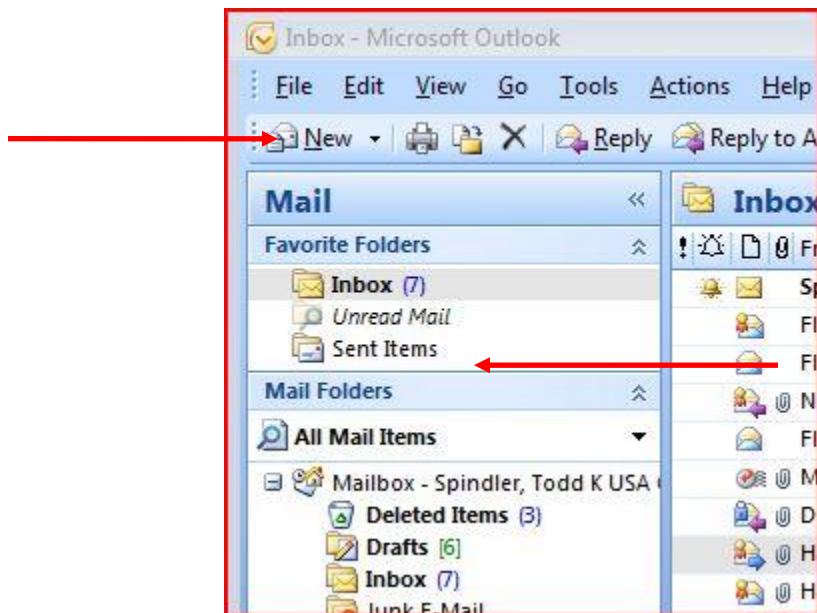
1. Click on the **Encrypted Mail** icon.
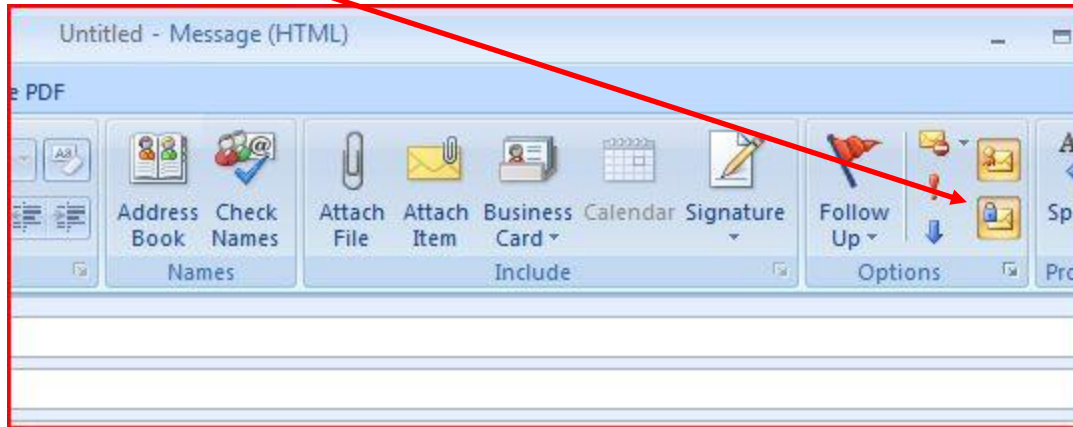
2. In the **To…** type an email address of the individual(s) to send an encrypted email message to. Click **Send**.
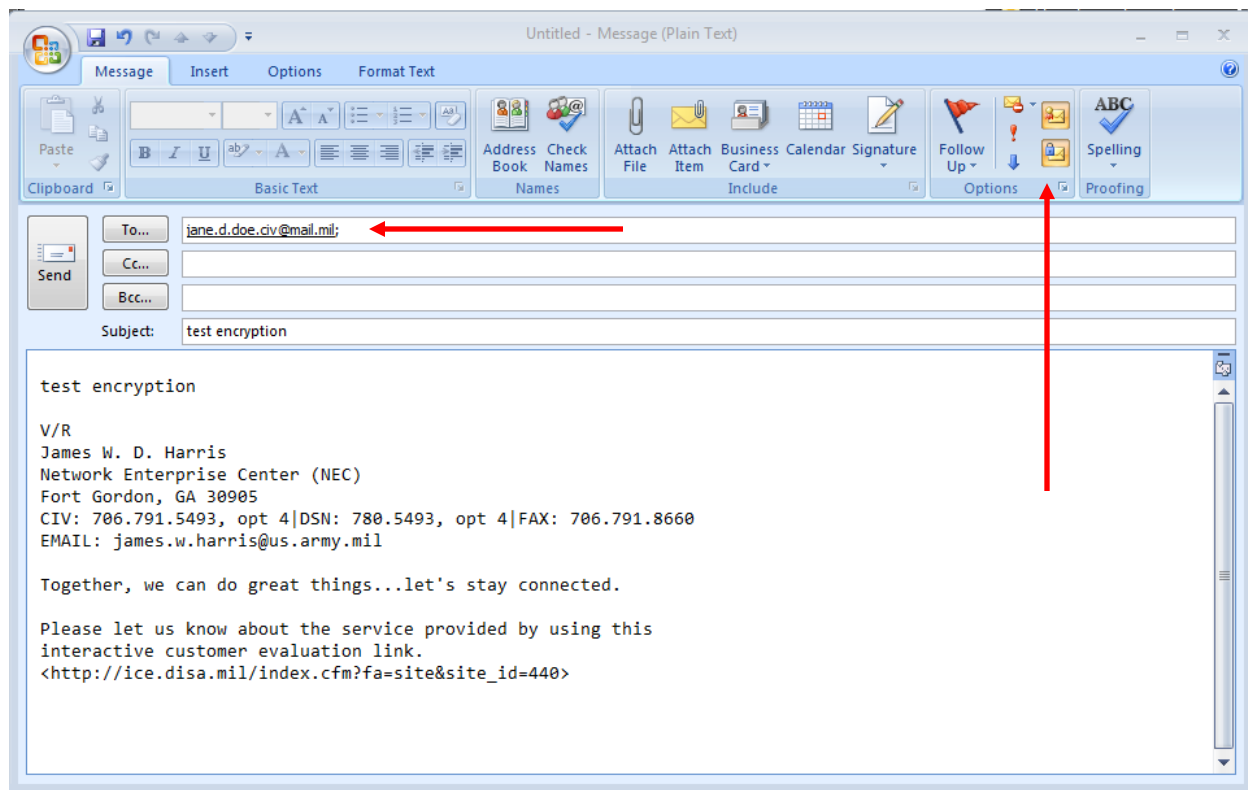
3. Click the **Send** button.

4. Ensure the email(s) are actually delivered.

5. You have now completed Step 2E.